

# **Veterans' Employment-Related Assistance Program (VEAP) Funds Solicitation for Proposal (SFP) Proposal Package Instructions**

Funds available under this SFP may only be used to provide employment and training services to veterans. Projects should address the skills needed by veterans and administer a program that responds to local needs, carries out the objectives of the program, and successfully reintegrates veterans into the workforce.

To compete, all proposals must respond to each section below. Forms can be downloaded by clicking on the available links below.

## **1. Cover/Signature Page (Includes Proposal Summary)**

The purpose of the [Cover/Signature page](#) is to provide applicant contact information, amount of funding requested, a proposal summary and an authorized representative's signature. All sections of the Cover/Signature Page must be completed. The proposal summary must be limited to 100 words and contain the following information:

- Concise and clear description of the project,
- Number of participants to be served,
- Target population,
- Occupations,
- Range of projected wages, and
- Types and length of training

### **Regional Collaboratives**

In order to address workforce needs that cross over geographic boundaries, applications will also be accepted from regional collaboratives. An applicant serving as the lead for a regional collaborative may submit one application on behalf of the collaborative as well as one application for their own entity. If the application is a regional collaboration check the Regional Collaborative Application "yes" box on the Cover/Signature page. Additionally, fill out the [Regional Collaborative Form](#) (SFP Form 7) and attach to the application. This form will not be included in the 20 page limit of the proposal narrative.

## **2. Proposal Narrative (Maximum 100 points plus possible 9 bonus points)**

The [Proposal Narrative](#) contains nine sections as detailed below. Each section will be reviewed and scored individually. The Proposal Narrative is limited to 20 pages.

### **Section I - Statement of Need (Maximum 10 points)**

Describe the geographical area the veterans' project will target, the economic and workforce conditions, and an estimate of the number of veterans in the area. Describe the unmet need of the veterans in the area including the gaps in services. Include an

explanation of how the unmet need was determined and what factors contributed to the unmet need. Provide supporting data and sources.

Explain why the veterans' needs cannot be addressed with existing resources through the local or regional service delivery infrastructure.

## **Section II - Target Group (Maximum 10 points, plus up to 3 bonus points)**

Describe the characteristics of the veterans' target population that will be served by this proposal including barriers and basic and occupational skill needs. Complete and attach the [Target Group Planning Chart](#) (SFP Form 1) providing an estimate number of veterans to be served. The description of Target Population in Section A is completed for you (includes the five veterans' eligibility groups).

Identify the outreach and recruitment methods that will be used to contact and recruit veterans. Demonstrate how these methods will enable you to reach the targeted veterans' population.

Three bonus points will be awarded to applicants that focus at least 50 percent of their services to recently separated veterans. Complete the chart in Section II of the Narrative form providing the total number of veterans to be served, and the total number of recently separated veterans. Bonus points will be awarded as follows:

Percentage of Planned Recently Separated to Total Planned Number Served	Total Bonus Points
50% or more	3 pts
49% or less	0 pts

## **Section III - Planned Approach (Maximum 20 points)**

Describe the service process that will be used to achieve the planned goals and objectives and include a service process flowchart. Describe the specific types of services and training that will enable veterans to attain, retain, or advance in demand occupations. Identify who will be providing the services/training.

Describe how your service plan will address the barriers of the veterans' population and transition them into employment and/or help them attain ongoing career advancement. Describe how transferable skills that the veterans obtained while serving in the military will be evaluated and used to enhance their employment opportunities in the area.

Describe the demand occupations that will be used and the range of wages expected. Demonstrate how these selected occupations are locally in demand, have career growth potential, and will provide self-sufficiency wages. Provide data and sources.

Describe how your service plan will be able to achieve the goals and objectives of the project in a timely manner. Complete and attach the [Project Work Plan](#) (SFP Form 2) that includes project objectives/activities and timelines that demonstrate how you will achieve the goal of the project. The following are some examples of objectives/activities that may be included:

Objectives/Activities	Estimated Dates
Project staff hired	November 2008
Recruitment of participants begins	November 2008
Participant assessments and enrollments begin	December 2008
Partner MOUs/agreements are finalized	December 2008

#### **Section IV - Integration of 15 and 25 Percent Funds (Maximum 5 points)**

Describe in detail how your program will integrate both WIA 15 and 25 Percent funds for a viable veterans' program. Explain what steps will be taken to ensure equal use of both funding sources. If your organization is other than a Local Workforce Investment Board (LWIA), a letter of support from the LWIA must accompany your proposal.

#### **Section V - Goal and Objectives (Maximum 10 points)**

Complete the Enrollment and Cost Matrix as follows:

- Part 1 - Participant Information. Enter the total number of planned enrollments and entered employments for each funding cycle. Enter the number of participants that are planned to retain unsubsidized employment for 6 months after placement and how many participants will receive training.
- Part 2 - Cost Information. Enter cost information in column (B) using only the amount of funds requested in this proposal. In column (C) provide the costs using all resources available to the project, including the grant funds requested. Enter the cost per participant, per entered employment, per retained employment and per trainee for each column.

Complete the Performance Goals Matrix for the applicable veterans' population that the proposal will serve. If the planned proposal goals are different than the State performance goals, provide an explanation. The State performance goals are listed in Section 8 D of this SFP.

Complete Section B of the [Target Group Planning Chart](#) (SFP Form 1), summarizing your planned outcomes/benefits for the veterans' target group. Provide a brief description on the chart of the expected outcomes/benefits that are relevant to the success or impact of the project. The target group may have more than one outcome. Outcomes/benefits can be described in terms of skills attained; degrees, licenses or certificates attained; wage gains; entered employments, etc. Outcomes/benefits must be clearly described, relevant to the project, reasonable and measurable. In Section IV of the Narrative, describe how the

outcomes/benefits will be measured and provide any further clarification to demonstrate their effectiveness.

## **Section VI - Local Collaboration (Maximum 15 points)**

Creating effective partnerships is a key element of any workforce development system and is an essential component of this SFP. Applicants are strongly encouraged to cooperate with local partners and where feasible consider submitting unified proposals. It is the intent that, to the greatest extent possible, local partnerships be formed for this project between Local Workforce Investment Boards, state/local agencies that serve the targeted groups, including Veteran Employment Services Specialist (VESS) and Veteran Workforce Specialist (VWS), advocacy groups, faith-based and community based organizations, training providers, business and economic development groups. Applicants must demonstrate that a high level of coordination already exists or that linkages are in the process of being established.

The criteria in this section are divided into two parts depending on who is applying. If the LWIA Administrative entity is the applicant, they must address criteria in Part A. If the applicant is not a LWIA, they must address criteria in Part B.

### ***Part A - LWIAs only:***

Describe how the LWIA has successfully formed effective partnerships with local community based organizations, military institutions, employers, education and other veterans' representatives in the community. Provide descriptions of any formal or informal agreements that exist with the partners. Demonstrate how these organizations will complement the services provided by the LWIA under this proposal. Complete and attach the [Partner Roles and Responsibilities Chart](#) (SFP Form 3) identifying the local partnerships that will be used to coordinate and provide services under this proposal. Describe each partner's roles and responsibilities.

### ***Part B - Non-LWIAs only:***

Describe how your organization has successfully established linkages with the LWIA. Include any actions you have taken to collaborate with the LWIA and any formal or informal agreements that are in place. A letter from the LWIA must be attached to the application. Describe the roles and responsibilities that the LWIA will perform in conjunction with this proposal. A listing of [LWIAs](#) is available on the EDD Web site. Complete and attach the [Partner Roles and Responsibilities Chart](#) (SFP Form 3) identifying the LWIA, local community based organizations, military institutions, employers, education and other veterans' representatives in the community that will be used to coordinate and provide services under this proposal. Describe each partner's roles and responsibilities.

## **Section VII – Resource Utilization (Maximum 10 points plus up to 6 bonus points)**

Projects that can demonstrate a cash and/or in-kind match of 20 to 30 percent will be rewarded 3 bonus points. Match greater than 30 percent will be rewarded 6 bonus points. (See SFP Section 5 C. Cash and/or In-Kind Match for further details).

Complete the Resource Utilization chart in the Proposal Narrative identifying the name of the provider, a description of the fund source, the type of resource, and the amount. All cash/in-kind match must be documented with a letter of commitment verifying the match and be included as an attachment to the proposal. If the applicant is providing cash/in-kind match they must submit a commitment letter describing the match. Commitment letters must describe how it will be used for the project activity and contain a contact person and telephone number. Check the applicable box for each match resource that is documented with a commitment letter. Provide any further explanation in the space provided in the narrative.

It is the intent of this SFP to fund projects that ensure the non-duplication of services and the sustainability of the proposed activities once funding under this grant ceases. Describe how each provider identified in the Resource Utilization Chart will contribute to the goals of the project, ensure non-duplication of services and provide future sustainability.

Describe any direct grants you have received within the past four years from the U.S. Department of Labor or through a State WIA 15 Percent grant. Describe any connection those grants will have with this proposal.

## **Section VIII - Statement of Capabilities (Maximum 10 points)**

Describe your organization's capability to conduct and administer a federally funded project including your ability to collect and report financial and participant performance data as required. Provide examples of past or present experience in managing projects similar to this proposal. Describe your organization's infrastructure including proposed staffing for this project that demonstrates your ability to achieve the project goals.

## **Section IX - Budget Summary Narrative and Plan (Maximum 10 Points)**

Complete and attach the [Budget Summary Plan](#) (SFP Form 4) that details the specific line item costs of the proposal. Costs must be necessary, reasonable and allowable in accordance with WIA and the applicable Directives and OMB circulars. Columns A & B must contain the requested WIA 25 Percent funds for each Program Year (PY). Columns D & E must contain the requested WIA 15 Percent funds for each PY. Under columns G & H, enter the cash/in-kind match resources identified in Section VII. 1, of the Proposal Narrative. Column J is the grand total of columns C, F and I.

In Section VIII of the narrative, provide a detailed justification for all line items contained in the Budget Summary Plan. For example, narrative for the line item Staff Salaries should include a description of the staff and the percent of salary charged to the project. Explanations should include how the proposed costs are necessary and reasonable in terms of benefits to participants.

Enter planned cumulative expenditures and match funds biannually in the chart provided. Expenditures and match funds will be subject to the reporting requirements contained in WIA Directive [WIAD06-4](#), Quarterly and Monthly Financial Reporting Requirements. If funding is awarded, monthly expenditure and cash/in-kind match plans will be required.

If your organization plans to purchase equipment that has a unit cost of \$5,000 or more and a useful life of more than one year, you must complete the [Supplemental Budget Form](#) (SFP Form 5), Section I. Equipment. All equipment with a unit cost of \$5,000 or more will be subject to prior approval by EDD and will be negotiated in conjunction with contract completion with successful applicants. The EDD has defined the equipment purchase procedures in WIA Directive [WIAD03-9](#), Property – Prior Approval, Purchasing, Inventory, and Disposal. Due to the short-term nature of these projects, applicants are encouraged to lease or rent high cost equipment.

If your organization plans to budget contractual services, the Supplemental Budget Form (SFP Form 5) Section II. Contractual Services, must be completed.

### **3. Past Performance Bonus Points Verification (5 bonus points)**

Projects that can demonstrate successes in past projects serving veterans will receive 5 bonus points. Complete and attach to the application the [Past Performance Bonus Points Verification Form](#) (SFP Form 6). Enter the applicant name, awarding agency's name, description of the fund source (i.e. PY 2007-08 WIA 25 & 15% funds), and the project awarded amount. Enter the awarding agency's project contact name and phone number as well as the operational dates of the project. The State may call to verify the information represented on the Past Performance Bonus Points Verification Form with the awarding agency.

In the chart provided, enter the planned project goals and objectives as well as actual goal and objectives that were achieved. Include information such as planned/actual total number served, planned/actual number to receive training, planned/actual entered employment, the types of employment or jobs that individuals were placed in and any other pertinent information relevant to the success of this project. The form must be signed by the applicants authorized representative verifying the information is true and correct. The Past Performance Bonus Points Verification Form will not be counted toward the 20 page application limit.